

Minutes of the Public Works Committee
October 1, 2009

Chair David Swan called the meeting to order at 8:31 a.m.

Committee Members Present: County Board Supervisors David Swan (Chair), Pamela Meyer, Walter Kolb, Pauline Jaske, Peter Wolff. **Absent:** Supervisors Peter Gundrum and John Pledl.

Also Present: County Board Chief of Staff Mark Mader, Legislative Policy Advisor Ann Olson, Legislative Associate Karen Phillips, Interim Public Works Director Allison Bussler, Business Manager Betsy Crosswaite, Architectural Services Manager Dennis Cerreta, Building Operations Manager Mark Keckeisen, Highway Operations Manager Peter Chladil, Fleet Manager Bob Rauchle, WI Coach Lines Vice-President Tom Dieckelman, Parks System Manager Duane Grimm, Airport Manager Keith Markano, Airport Operations Assistant Kurt Stanich, Transit Director Robert Johnson and Deputy Director Andrew Johnson of Waukesha Metro Transit, WCTC Student Mark Froelich, Budget Manager Keith Swartz.

Approval of Bids - 2009 Concrete Projects:

Grimm explained the bids for the Concrete projects that will be done this fall. The four projects were done as a group bid, though only one comes under the purview of Public Works. Grimm presented a PowerPoint presentation and explained the specifications of the individual projects.

Medical Examiner/Riverview:

MOTION: Kolb moved, second by Wolff, to approve the bid by Berg Construction in the amount of \$30,485.00 (Base Bid 1). Motion carried: 5-0.

Mental Health Center, Government Center and Fox Brook Park:

In response to the Committee's concern of awarding the bids to an out of state company, Grimm explained that Quality Restoration Services submitted all of the proper paperwork, including a work history, and was the low bidder on three of the four projects.

MOTION: Jaske moved, second by Meyer, to approve three bids by Quality Restoration Services in the amounts of \$10,345.76 (Base Bid 2); \$18,823.28 (Base Bid 3); and \$2,514.25 (Base Bid 4), for a total of \$31,683.29. Motion carried: 5-0.

Discuss and Consider Request for Removal / Reassignment of Parking Stalls in the Law Enforcement Center Lot

Grimm explained that some parking stalls in the Law Enforcement Center lot would be lost due to the new construction at the Medical Examiner's Office. He met with the Sheriff and Medical Examiner staff to discuss the changes. To their knowledge, there have not been any problems with the public finding parking spaces in this lot. Grimm recommended the following signage changes:

- Remove two (2) *Reserved Parking Permit Required*
- Remove one (1) *90-Minute Parking*
- Add one (1) Sheriff's Department

MOTION: Jaske moved, second by Wolff, to approve the parking stall assignment changes in the Law Enforcement Center lot. Motion carried: 5-0.

Discuss and Consider the 2010 Operating Budget for the Airport

Markano reviewed the Statement of Purpose for the Waukesha County Airport, which remains unchanged for 2010. He continued by reviewing the Financial Summary, Position Summary, and Departmental Strategic Outcomes and Objectives for 2010 as outlined. Markano expounded on Objectives 5 and 7, which are new for 2010. Objective 5 deals with the development and implementation of an Airport marketing plan in order to generate additional business activities and reduce reliance on County tax levy. Markano added that a Carroll University marketing class would be working on this endeavor. Objective 7 relates to reevaluation of the current organizational structure of the Airport by a select Committee consisting of representatives of the County Board and Administrative staff.

Mader noted a technical error within the *Program Description* section on page 366 of the budget book. The ending of the last sentence was dropped – it will be corrected in the final edition of the budget book.

Markano continued with a review of the Building, Ground & Ramp Operations, Control Tower & Fueling Operations and Administrative Services as outlined.

MOTION: Jaske moved, second by Meyer to tentatively approve the 2010 Operating Budget for the Airport. Motion carried: 5-0.

Discuss and Consider the 2010 Operating Budget for Public Works

Bussler thanked Crosswaite, all the division heads and Linda Witkowski for their assistance during her tenure as Interim Public Works Director.

Bussler, Crosswaite, Cerreta, Chladil, Rauchle and Keckeisen were in attendance for the review of the 2010 Operating Budget for Public Works. Bussler began with the Financial Summary as outlined on page 325 of the budget book. She stated that Public Works did absorb a \$28,000 cleaning contract at the Communications Center. The outside contract was discontinued and County staff will be providing the housekeeping services for the building. The Position Summary notes a total of 4.5 FTE reduced in the 2010 budget. Bussler continued with a review of the Departmental Strategic Outcomes and Objectives for 2010. She discussed each of the 20 Objectives as outlined, noting that Objectives 12 through 19 are joint objectives between the Departments of Public Works and Parks and Land Use.

Regarding Objectives 13 and 14, Swan stated he would like to see employees be cross-trained for improved efficiencies. Bussler said they are looking at the possibility. Swan suggested a technical amendment to the second line of Objective 13, to insert the word “employees” in the following phrase: “Agreement to cooperatively share public works and parks equipment and *employees* among co-signatory municipalities...” The committee members agreed with the technical amendment as suggested by Swan. Jaske requested that Public Works conduct a study to access how many employees/equipment is needed to do specific jobs in the most efficient manner.

Following the review of the Outcomes and Objectives, Swan referred to Mader for an explanation of a related issue discussed by the Executive Committee. Mader explained that the

Executive Committee had an interest in adding one more Objective, perhaps more appropriate in the Operating Budget than in the Capital Budget, pertinent to UW-Waukesha. He distributed a copy of correspondence regarding Capital Project Item 5, UWW Boiler, Chiller & Controls Replacement, which included the following suggestion: "The Public Works Department will provide a report to the Public Works and Executive Committees that includes an estimate of future capital costs or large projects over the next five years to maintain the UWW campus. The limited scope would reflect preliminary information available to staff and would be provided prior to development of the 2011-2015 Capital Plan."

Swan asked for Bussler's input as to whether this suggestion should become an Objective. Bussler hesitated in making this an Objective; that would require Public Works to contract out for a more detailed analysis at a cost to the County. At Swan's request, Bussler provided a general estimate of future costs/projects anticipated at this time. She said a detailed roofing analysis has been done. An estimated \$2.5 – \$3 million will be needed for roofing in the next 10 years. Within the second five years of the 10 year plan, HVAC infrastructure work and about \$5 million worth (without installation costs) of mechanical equipment replacement is anticipated. She noted that the buildings were constructed in approximately 1965 and much of the equipment is original.

Keckeisen clarified that when routine maintenance is done, notes are made on the condition of equipment, and if it needs replacement in the next few years, it is noted in the five-year building improvement plan or the Capital Plan. Most mechanical equipment has a useful life of 25 -30 years. With good a maintenance plan, that time could be extended. The Campus is over forty years old – in the next 10-15 years there will be a need to invest a significant amount of dollars into maintaining it. No immediate project other than the roof is planned at this time; however, over the next 5-10 years general investments in the equipment will need to be done, such as air handling system upgrades, replacement of coils and pump and motor sets.

Kolb suggested reestablishing negotiations to divest ourselves from the campus and sell it to the University system. It would be more cost effective and the building maintenance would not be the responsibility on the County.

Meyer and Jaske questioned why this building is being singled out over other County buildings. Swan said the Executive Committee's issue that the staff at UWW is State staff and communication is not always optimum. Bussler suggested coming back to the Committee to report in the near future rather than creating a new Budget Objective. Swan agreed that the UWW buildings should be held to the same maintenance standards as all other County buildings. Bussler did say that our County staff is not out there on a daily basis to monitor the maintenance. Keckeisen added that they do have a good working relationship with the superintendent at UWW, and although their staffing and priorities may differ at times, things are working very well overall. As a follow-up to Jaske's request, Keckeisen assured the Committee that Public Works would report back on the conditions of the UWW campus facilities. (Noted as a Future Agenda Item). Swan stated that since this issue has been addressed to the satisfaction of the Public Works Committee, the Executive Committee could proceed as they deem appropriate.

Bussler reviewed the Public Works General Fund, noting the tax levy is down .9% and total expenditures are down 2.4% from 2009, attributed primarily to the reduction of housekeeping

staff; a \$100,000 reduction in the five-year maintenance plan; and energy savings that have been realized, despite rate increases, due to reduced energy consumption.

In the Architectural Services/Property Management Program, the rental rates are going up 2% from the four rental properties in 2010, as outlined on Page 330 of the budget book. Cerreta was present to answer questions regarding this program. Bussler and Keckeisen continued with a review of the Building Improvement Plan and Energy Consumption, Contracted Services Management, Facilities Maintenance & Services, Housekeeping Services.

Bussler continued with a review of Engineering Services, Traffic Control and Permit Processing as outlined. General Transportation Aids (GTA) area budgeted lower than the 2009 budget. She noted that requests for traffic count analyses are on the rise. A departmental engineer is being cross-trained in order to assist with traffic studies. In general, permits are down on larger type projects; there are no increases in rates at this time. Administrative Services reflect personnel costs decreasing due to the unfunding of a part-time clerical position.

In the Transportation Fund, GTA (General Transportation Funds) is decreasing by \$135,000 in the County Operations Program. Bussler noted that operating expenses are increasing significantly. The contracted price of salt has gone up 35 % over last year, to \$54.10 per ton. She distributed a handouts outlining the details of the anticipated 2010 Budget salt expenditures/revenues and the Total Annual RMA (Routine Maintenance Agreement) statistics. Bussler discussed the details of the State Highway Operations Program Description and Highlights and the decrease in State services. Bussler and staff continued with a review of the Programs in the Central Fleet Fund: Repair and Maintenance and Central Fueling, and concluded with a discussion of the Vehicle Replacement Fund/Vehicle Replacement Plan. They are looking at extending the life of their trucks, currently on an 8-year replacement plan. It will be two more years until they know the value of using the stainless steel boxes on the trucks. Chladil stated they expect a \$10,000 increase in cost of each vehicle beginning next year due to emission and engine requirements. Chladil also discussed urea usage requirements beginning next year.

MOTION: Kolb moved, second by Jaske, to tentatively approve the 2010 Operating Budget for the Department of Public Works. Motion carried: 5-0.

Swan thanked Bussler and staff for their presentation.

Discuss and Consider the 2010 Operating Budget for Public Works – Transit Services

R. Johnson and A. Johnson were present to discuss the 2010 Operating Budget for Transit Services. A. Johnson distributed a handout containing a corrected version of the charts listed on Pages 351-352. R. Johnson reviewed the details of the Program Description and Program Highlights as outlined in the budget book. A. Johnson discussed the implications of the Fuel Adjustment clause contained in the transit service contracts. It was noted that there would be no fare increases proposed in the 2010 Budget. A. Johnson explained how the cost per ride amounts were determined. Swan commented that he would like to see some type of posting/signage on the bus to inform riders how much the actual cost of their ride is, over and above the fare box cost. Funds for a marketing program will continue in the 2010 Budget. Jaske and Swan commented that the ads for the Waukesha County Transit appear to be very effective.

MOTION: Jaske moved, second by Wolff to tentatively approve the 2010 Operating Budget for the Department of Public Works - Transit Services. Motion carried: 5-0.

Approve Minutes of September 10, 2009

MOTION: Kolb moved, second by Jaske, to approve the minutes of September 10, 2009, as amended. Motion carried: 5-0.

Executive Committee Report

- Discussion of Capital Projects Plan
- Discussion of Merging the Aging and Disability Resource Center, Health and Human Services and Veterans Services Departments

Future Meeting Date

- October 15, 2009

Future Agenda Item

- Public Works Department will come back with an updated report on the UW-Waukesha campus buildings

MOTION: Jaske moved, second by Meyer, to adjourn at 11:37 a.m. Motion carried: 5-0.

Respectfully submitted,

Peter Wolff
Secretary